



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 10-15-71		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed JUL 26 1972      214      JUL 27 1972	
2. Agency Application No. GDPH		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Vital Records Service 47 Trinity Avenue, S.W.		4. Person to Contact Mr. M. Glenn Fox	
				5. Working Title Director	6. Tel. No. 656-4750
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1964 - Present		9. EXACT SERIES TITLE Court Order File			
10. What function performed resulted in creation of this series  Vital Records Service is ordered by the court to accept and file certificates of birth, or death as stated by the court. The certificates are accepted and filed and court case is kept on hand.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any  This series consist of legal petitions by court ordering Vital Record Service to file delayed certificates of Birth, Death or change a Delayed Certificate of Birth					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers		2	3	Floor Space Occupied (Square Feet)	
				In Office(s)      In Storage Area(s)	
				By Annual Accumulation	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCES	
				3      1      1      1	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency?  
Superior Court Office ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function?  
As the court prescribes by law ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed?  
But with legal complications ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what?  
Legal matters pertaining to Vital Records ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept Permanent years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Mr. M. Glenn Fox - to abide by interpretation of Vital Records Law. 88-17

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.  
B. ☐ Hold in current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s), then:  
1 ☐ Destroy.  
2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then:  
a ☐ Destroy.  
b ☐ Transfer historical material to Archives; destroy remainder.  
3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).  
C. ☒ Hold in current files area indefinitely.  
D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.  
E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by <i>[Signature]</i>		Recommendations prepared by <i>[Signature]</i>		Approved for Division Date <i>11/6/72</i>		Records Management Officer Date <i>4/17/72</i>	
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>John H. Venable, M.D.</i>		Date			
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Deputy Head of Agency <i>William M. Nelson</i>		Date		7-26-72	
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State / Designee <i>Carroll Hart</i>		Date		7-25-72	
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Deputy Secretary of State <i>W. H. H. H.</i>		Date		7-27-72	



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- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

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26. <i>John H. Venable, M.D.</i>		Approved for Division Date <i>11/6/72</i>		Records Management Officer Date <i>4/27/72</i>	
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